

To: McDonald, James[McDonald.James@epa.gov]; McFarland, Verne[McFarland.Verne@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
Cc: Nelson, Thomas[Nelson.Thomas@epa.gov]; Ferguson, Ralph[Ferguson.Ralph@epa.gov]; Spelman, John[Spelman.John@epa.gov]
From: Milbeck, Regina
Sent: Wed 8/19/2015 5:08:03 PM
Subject: RE: Updated Site-Specific Charging Guidance

Verne,

Only OT can be charged to the specific-site ID. If you are working over you 8 hours, then please let Cindy Brown know so that we can establish the SSID in the respective accounts. Thanks.

Missy

Missy Milbeck, Comptroller

U.S. Environmental Protection Agency

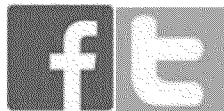
Region 6 - Dallas, TX

Phone: 214-665-6540

Cell: 214-789-2701

milbeck.regina@epa.gov

[Office of the Regional Comptroller](#)



From: McDonald, James
Sent: Wednesday, August 19, 2015 12:03 PM
To: McFarland, Verne; Hill, Troy
Cc: Nelson, Thomas; Milbeck, Regina

Subject: RE: Updated Site-Specific Charging Guidance

I think so but please contact Missy.

Sent from my Windows Phone

From: McFarland, Verne
Sent: 8/19/2015 11:52 AM
To: McDonald, James; Hill, Troy
Cc: Nelson, Thomas
Subject: FW: Updated Site-Specific Charging Guidance

James - Tom and I worked several hours on GKM on 8/11, and Maggy put in about 0.5 hrs. I'm spending time doing site work again today, as well. Are we approved to charge appropriate time to the site account?

Verne McFarland
Chief, Enterprise Operations Branch
Management Division, Region 6 (6MD-O)
Phone: 214-665-6617
Cell: 214-505-2876



Be kind to the environment!

Please do not print this email unless necessary.



From: Milbeck, Regina
Sent: Wednesday, August 19, 2015 11:27 AM
To: R6 Division Directors; R6 Deputy Division Directors; R6 Supervisors
Cc: Spelman, John; Ferguson, Ralph; Brown, Cynthia; Robinson, Kathleen; Bielenberg, Ben; Poetter, Joe; Doucette, Judi; Phillips, John
Subject: Updated Site-Specific Charging Guidance

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

This applies to all Superfund and non-Superfund employees.

Regular Time:

Working 100% on GKM – site charge 100% to the account favorite loaded in PPL+ (**2015 T 06L 303DC6 A8K9RV00**).

Working less than 100% on GKM – only site charge to the account favorite loaded in PPL+ (**2015 T 06L 303DC6 A8K9RV00**) for the hours you actually worked on the site.

Overtime:

Should all be charged to the account favorite loaded for you in PPL+ (**2015 T 06L 303DC6 A8K9RV00**).

You will have to enter one line for regular time and another for overtime, assuming you are working both regular and overtime hours.

Site-Travel

Site Travel to GKM for staff outside of Superfund needs to be Crossfunded by SF. Contact Cincinnati Help Desk to attached following Superfund crossfund information to TA before the TA is signed:

Organization: EPAR06SF

Label: 15 SF Crossfund GKM

Superfund staff will charge site travel to GKM using 2015 T 06L 303DC6 A8K9RV00

Please ensure you are no longer charging to A6LSXX00.

Missy Milbeck, Comptroller

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